P 89

Previous reference

File No. 102 A 3

Serial Nos.

1900

(Municipal)

Later reference.

GENERAL AND REVENUE SECRETARIAT

Serial Nos

Part B. for

Subject.

Uniformity forms of Municipal Reports and Accounts

G. R. S. 58

Municipal Administration Report of the .....District for the year.

The number of Municipalities during the year under report was the same as in
er...more or.....less than that of the previous year by....

(Here quote orders sanctioning new Municipalities or abolishing existing ones).

2. The limits of the several municipalities remained unaltered (or extended), the aggregate area covered by all of them being....square miles containing.....houses as against... of the previous year with a population of .....as shown in appendix I.

3. The affairs of the Municipalities were managed by Boards consisting of the Deputy Commissioner of the District as the President of all the Municipalities in the District, of Amildars or Deputy Amildars, as Vice-Presidents, except in the case of .....where.....is the Vice President, and of members, ex-officio and non-official appointed by Government by official designation and by name respectively.

4. Monthly meetings were regularly held in all the Municipalities (o if there was a deficiency in any

exal

municipality under each head for 1903-04 as compared with that of the previous year. (For appreciable increases and decreases if any, give reasons briefly)

8. The income under all heads amounted to Rs.....against Rs... of the previous year. The difference was chiefly due to.... .

9. Octroi — No octroi was levied in the Municipalities of..... But in the rest, the duty was collected on the following articles at rates specified against each as shown in appendix No.V.

(Briefly account for chief increase of decrease in each municipality. The incidence of taxation per head of population was.....)

10. House tax. This tax was as usual levied on all classes of people at prescribed rates on value of the buildings and lands. The tax was revised in ....The original demand under this head was Rs.....against Rs ....of the previous year. A sum of Rs.....was remitted by the Board. The net demand as finally settled therefore amounted to Rs.....of which Rs....was remitted as irrecoverable and Rs... was collected leaving Rs....to be collected at the end of the year against Rs... .of the previous year. The incidence of

revenue

as compared with the income of the previous year as shown in appendix VIII.

(i)Explain briefly any large variations under any of the sub-heads

a
b
c
&c

(ii)State briefly loans, if any received by any municipality with the object of the loans and conditions for repayment.

(iii)What contributions if any, were received by the municipalities and the purposes for which they were made).

15. Total demand, dellection and balance. The total demand for the year amounted to Rs...of which Rs.. was collected leaving a balance of Rs....at the close of the year. A statement showing the demand, collection and balance under each major head is shown in appendix IX.

EXPENDITURE.

16. Appendix No.X exhibits the expenditure incurred in each municipality under each major head during as compared with that of the previous year. The total expenditure during the year amounted to Rs. against Rs ...of the previous year showing the net increase/decrease due to the following causes.

1
2
3
&c.

not include the cost of drains, wells and other sanitary works executed in these municipalities amounting to Rs....and shown under "VIII Public Works"

(State briefly (1)How the refuse of sweepings were disposed of (2)the number of public latrines in good order and (3)the arrangements existing for conserving them as also private latrines (4)the quality of water supply, its sources and character and (5)the drainage,

(a) of streets
(b) of houses

(Give a brief report of (a) the general health of the people and the sanitary condition of the towns (b) any outbreak of epidemic disease, stating particulars, date of commencement and termination and measures adopted to control the epidemic)

20. Appendix No.XIV shows the total number of births and deaths in the several municipalities in the District during 1903-04 as compared with that of the previous year. The total number of births and deaths was more / less than that of the previous year by....and....respectively. The ratio of deaths per mille of population was against....of the previous year.

(Explanation should be submitted as to the cause of any large increase

No	Municipality	Nature or description of work	Completed or in progress	Expenditure incurred.

(State briefly the agency employed for the supervision of these works and the manner in which they discharged their duties)

24 The number of Local Fund Dispensaryes subsidized from municipal funds was....or the same as in more than that of the previous year. (The municipalities of.....&c made no contribution towards the cost of the dispensaries existing in them). From appendix No.XVII it would appear that .....in-door, ...out-door patients were treated in all the dispensaries at a cost of Rs....to the Municipalities during the year against.....reppectively of the previous year. The increase in decrease in the number of patients is accounted by the fact that

1
2

25. Midwives. There were....midwives during the year against....of the previous year. Appendix No.XVIII exhibits the number of cases attended to by them during the year as compared

head in each municipality are given in the appendix No.XXI of which the aggregate results of the year are given below as compared with those of the previous year.

1.Repayment of loans.
2.Pounds
3.Rewards
4.Gardens
5.Other items

(Explain briefly variations under each of the sub heads).

29. The number of dogs and snakes killed during the year was....and... against.....and....of the previous year. The cost incurred was more / less than that of the previous year by Rs....due to.....

30. General remarks.

Appendix I 12

Statement showing the number and description of Houses in of the Municipalities of the ..... District during the year 1903 compared with those of the preceding year.

Names of Municipalities.	Area	Description	Terraced houses		Village houses		Mud roofed houses.		Thatched houses.		Total	
			1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03
	Fleet Column	Fleet Column										

This Statement is as per Rs. No. 2661/71 dt 3.12.02.
L.F 297-02

Statement showing the number of meetings held the average attendance of members in each of the ... al Municipalities of the ..... Distt during

Names of Municipalities	No. of meetings held in each Municipality	Number of members		Average attendance of members				Remarks
				1902-03		1901-02		
		Ex-officio	Non-official	Ex-officio	Non-official	Ex-officio	Non-official	

Statement prescribed in Govt no. 4461-71 / d. 5-297-92 By 3-12-92.

3c. Elected
3d. Official
3e. Non-Official

3.g. Europeans
3.g. Natives

4 (a) Elected
5 (a) Elected

Name of Municipalities.	Opening balance		Receipts		Total		Expenditures.		Closing balance	
	Estimate	Actuals	Estimate	Actuals	Estimate	Actuals	Estimate	Actuals	Estimate	Actuals

Appendix No. IV.

Statement of receipts -

Cotton	Bonna dar	Muha. Kanja	Salt	Cloth	Tonna	Miscel. Cancans.	Grand Total	other items Ex.	Total

Names of the Municipalities	Cocoanuts at Yaws 4 for 100		Cocoanuts dry at Yaws per maund		Betel leaves at		Tobacco at		Chillies at		Rice & Salt at	
	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04

Appendix VI.

Name of Cities	Shop bar.			Oil mill bar.			Card bar			Total		
	Number visited	Cotton	Value	Number visited	Cotton	Value	Number visited	Cotton	Value	Number visited	Cotton	Value

Name of Taluks	Names of the Municipalities	Population according to the census of 1901	Income from taxation including Tolls	Incidence of taxation per head of the population	Remarks

Names of the Municipalities	Sale of debts		Loans		Pounds		Sale of manure		Sale of grass		Notice and assessment fee		Contribution		Other items	
	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04

Compiled

Statement showing demand, collection and balance of
Cash
Local taxes for 1903-04

No	Name of Municipality	Petroi				House tax				Shop tax				Oil mill tax				Cart tax				Total			
		Demand	Deduct		Balance	Demand	Deduct		Balance	Demand	Deduct		Balance	Demand	Deduct		Balance	Demand	Deduct		Balance	Dem. and	Deduct		Balance
			Remission	Collection			Remission	Collection			Remission	Collection			Remission	Collection			Remission	Collection			Remission	Collection	

Total

Statement of expenditure

Statement F

21

Districts	Interest on debt & Sinking fund	Head Office	Col. Cultivation	Commerce	Lighthouses	Public Works	Industrial & other Grants	Education	Miscellaneous	Total
Mahé					3		4			
Praslin										
La Digue										
Total										

thereof and the balance remaining due at the end of the year

No	Name of Municipality	For what purpose and at what terms each loan was obtained and the year in which taken	Whether and when repaid	Rate of interest as stated in the contract if any	The whole Loan and Rate of interest		Government sanction to each loan:		Amount paid.								Remarks.
									During		Up to end of		Total paid through Imperial Bank of India		Balance of interest and principal to be paid		
					Amount	Rate of interest	No	Date	Interest.	Principal.	Interest.	Principal.	Interest.	Principal.	Interest.	Principal.	

Appendix XII

23

Names of Municipalities.	Petroi				Horses and Mohatra Loans			
	1902-03			1902-03	1902-03			1902-03
	Income	Collection	Amount of Charges to be realised.	Amount of the Charges to be realised.	Income.	Collection Charges.	Amount of Charges to be realised.	Amount of the Charges to be realised.

Appendix XIII

L 4

Statement showing details of expenditure incurred under Conservancy establishment in 1903-04 as compared with those of the previous year.

Municipalities	Conservancy establishment				Sweepers				Scavengers				Other charges				Total	
	1903-04		1902-03		1903-04		1902-03		1903-04		1902-03		1903-04		1902-03		1903-04	1902-03
	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount		
Total																		

For the year 1903-04 as compared with that of the preceding year (as per Form No. XII)

No.	Names of Municipalities	Population according to the Census of 1901.	Cholera		Small-pox		Fevers		Bowel Complaints		Suicide		Wounded		Snake bite or killed by wild beasts &c.		other Causes		Total deaths		Ratio of deaths per 1000 of population.		Births	
			1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03

Chital

Compd

Appendix XV.

76

Municipalities	1903-04				1902-03			
	No. of Cases.	No. of persons involved	No. of Cases in which Orders were obtained	No. of persons affected thereby	No. of Cases	No. of persons involved	No. of Cases in which Orders were obtained	No. of persons affected thereby

Appendix XVI

Statement showing details of expenditure incurred under VIII P.W. during 1902-03 as the Bill as compared with those of 1901-02

No.	Municipalities	Sanitation Establishment.		Roads original		Roads repairs		Drains original		Drains Repairs		Water Supply original		Water Supply Repairs		Buildings original		Buildings Repairs		Road Watering & planting		other works original		other
		1901-02	1902-03	1901-02	1902-03	1901-02	1902-03	1901-02	1902-03	1901-02	1902-03	1901-02	1902-03	1901-02	1902-03	1901-02	1902-03	1901-02	1902-03	1901-02	1902-03	1901-02	1902-03	

E. Blair

Appendix

Statement showing the details of cost incurred from Provincial Funds on Dispensaries in the several Municipalities during the preceding year.

Names of Medical Institutions, i.e. Local Fund Dispensaries, Hospitals, Maternity, &c.	1902-03	Cost incurred from Provincial Funds 1903-04.						
		Establishment	Diet	Medicines and Surgical Appliances	Clothing	Contingencies	Buildings	Total

Total

Comptroller

capital Funds and the number of patients treated in each of the . . . . . Both during 1902-03. Compared with those of the

Funds in			Number of patients treated.						Cost per head of patients treated		Remarks.
			Indoor		Out door		Total				
Town	Municipal & Non-Municipal	Total	1902-03	1901-02	1902-03	1901-02	1902-03	1901-02	1902-03	1901-02.	

incurred on account of their pay from Month: Year and the No: of cases treated by them during 1902-03 as compared with 1903-04

No.	Name of Dispensary to which Midwife is attached.	Name of Midwife	No of cases treated							Children						Class of Children						Boy and Girl Infants saved from Death		Total Children born in which cases treated		Remarks
			During 1902-03	During 1903-04						Born alive		Premature		Still born.		European	Eurasian	Mahomedan	Native	Other Classes	Total	1902-03	1903-04	1902-03	1903-04	
				Normal	Labour	Abo-rtion	Complex	Version	Breech	Total	Male	Female	Male	Female	Male	Female											

Total

Compiled

Vac

Appendix [illegible]

Statement showing the particulars of vaccination during 1902-03 in the Central Municipal district of the ..... Distt. Cuttack for the previous year.

30

Municipal District	Population according to the Census of 1901.	No. of persons vaccinated in 1901-02.	No. of persons vaccinated in 1902-03.			Primary vaccination			Revaccination.			Remarks
			Males	Females	Total	Total number	Successful	Number of unsuccessful cases	Total number	Successful	Number of unsuccessful cases	

Total

Individual Statement of Schools whether grants-in-aid or municipal in the Bill of ..... showing the number of standards on rolls, the fees collected from and cost incurred from municipal funds together with the results of Examination in 1902-03 as compared with those of the previous year

No	Name of School	No of Schools.		No of pupils.			School fees paid and credited to Municipal Funds.		Expenditure incurred from Municipal Funds.		No of candidates who passed Examinations in								Remarks
											1902-03				1901-02				
		1902-03	1901-02	On the rolls in 1902-03	1901-02	Average attendance. 1902-03	1901-02	1902-03	1902-03	1901-02	Upper Primary Standard	Matriculation	Other examinations if any	Total	Upper Primary Standard	Matriculation	Other examinations if any	Total	

Total

Statement showing details of expenditure under VI Miscellaneous in the Municipalities of the ... Distt for 1902-03 as compared with those of the previous year

No	Municipalities	Repayment of loans		Refunds		Pounds		Rewards		Gardens		other items		Total
		1902-03	1901-02	1902-03	1901-02	1902-03	1901-02	1902-03	1901-02	1902-03	1901-02	1902-03	1901-02	1902-03

12- 14 }
15- 20 }
21
22-23 — 8.
28 .5 [illegible]
29 30- Sand
31- 32- Pebbles

Tabular Memo

containing

Draft of Skeleton report

of Mr Theagaraja Iyer's remarks

and

Office notes with a column

for orders against each

Extract from the 2nd Councillor's order
dated 12th March 1903 on the Municipal Administration Report for 1902-03.

(5) Will the Assistant-Secretary in charge draw up a sample form of report for adoption in future by all Municipalities and with the Secretary's permission bring to me for approval as quickly as possible.

Sample form of Report.

Municipal Administration Report of the District/Division for 1902-03 (To be prepared and submitted so as to reach the Government Office on or before 30th September 1903 or within three months from the expiration of the year to which it relates).

With reference to the form of Municipal Administration Report referred to me for opinion, I beg to communicate my views as hereunder. The delay in replying is due to my awaiting the publication of the Rules under the Local Fund Regulation (under which a number of the Minor Municipalities have been made "Unions") and to my desire for a comparative study of the forms of reports prescribed elsewhere.

2. The Skeleton Report, it is presumed, refers only to Municipalities other than those of Bangalore and Mysore Cities. In the case of forms of Municipal reports prescribed in Bombay, Bengal and Burma, only the headings of subjects are given. If however by prescribing a skeleton form of report it is meant to give only an outline of the report and not to restrict the phraseology of the reporting officer, the difference is not of much importance If however the intention is that the reporting officer has only to fill up figures in the skeleton report, I must confess to my doubts regarding the wisdom of attempting to reduce the text of a report to the level of a statistical Statement and to crush all individuality. The several paras will now be dealt with in detail.

The draft form of report in question was prepared in the L.S.B.Branch as per orders of the 2nd Councillor dated 12th March 1903.

2. Mr.Thyagaraj Iyer raises the question whether the skeleton form should
(i) give only the headings or an outline as in the case of forms of Municipal reports prescribed in Bombay, Bengal and Burmah without restricting the phraseology of the reporting officer or
(ii) Give the body of the report, as per sample form requiring the reporting officer only to fill up figures in the report

3. The form of report prescribed by the Madras Govt. is not available in the office nor was this or any of the forms prescribed by other Govts referred to by the Assistant Secretary in para 2 supra, were consulted by the L.S.B, before drawing up the skeleton form, which was evidently intended for Distt Municipalities and not to those of Bangalore and Mysore Cities. Further orders are passed on the question now raised by Mr.Thyagaraj Iyer, the latter will be required to adopt the form decided upon with such modifications as are necessary to render it applicable to a single municipality.

But he has also to give reasons & explanations in several cases.

Asst C.S.

The number of municipalities during the year under report was the same as in the previous year by....., the new municipality formed being ~~or... more than that of.~~ under sanction conveyed in Proceedings No..... dated.....

2 The limits of the several Municipalities remained unaltered (or extended). The aggregate area covered by all of them being.... square miles containing.....houses against.....of the previous year with a population of ..... as shown in appendix I.

3 The affairs of the Municipalities were managedby Boards consisting of the Deputy Commissioner of the Distt as the President of all the Municipalities in the District, of Amildars or Deputy Amildars, as Vice Presidents, except in the case of. ....., where.....is the Vice President, and of members, ex-officio and non-official appointed by Government by official designation and by name respectively.

4.Monthly meetings were regularly held in all the Municipalities. Special meetings were also held in.....for the purpose of.....

5.The appended statement No.II exhibits the number of meetings held in each Municipality, the number of members on the rolland the average attendance of members as compared with those of the previous year State here (a)the cases of absence of members from 3 consecutive meetings or 6 meetings in a year and steps taken to replace them or condone their absence.

(b)whether the attendance of members was on the whole better than that

(21). The first para of the skeleton report apparently contemplates only an increase in the number of municipalities, whereas under the new Local Fund Rules there will be decrease. This fact illustrates the difficulty of laying down a satisfactory form of skeleton Report whereas a heading such as "Increase or decrease in the Number of Municipalities" will be found more elastic.

The decrease in the number of Municipalities from the cause referred to will be only in 1904-05 and not in subsequent years when there may be increase. To provide for decrease as well as increase the words "or less" may be inserted after "more" in the first para of the form of report.

I have made the necessary alteration.

Init: C.S.

(22). I do not clearly see how the population for each year is ascertained. Is it to be the population as ascertained at the latest census? I am further not sure if the extent of each Municipality in square miles is readily available.

The population according to the last Census will always be inserted. As regards the column showing area which does not now exist but added on a reference to the printed review of the Madras Govt, is easily ascertainable with the help of the Work Inspectors of Taluks. The Municipal limits were fixed and maps are being prepared by each Municipality as per orders of Govt and thereseems to be no difficulty in obtaining this information if considered necessary.

The population taken from the Census. The area can be ascertained with a fair amount of accuracy. There are also maps prepared under Revenue orders.

Init: C.S.

...t in the previous year.

(c) whether the non-official members evinced interest in the management of affairs entrusted to their charge and in the supervision of works under-taken from Municipal funds.

6. The year opened with a balance of Rs. ....and closed with a balance of Rs.....as per details given in the following statement.

No	Name of Municipalities	Opening balance		Receipts		Total		Expended	
		Estimate	Actuals	Estimate	Actuals	Estimate	Actuals	Estimate	Actuals
1									
2									
3									
4									
5									
6									
7									
8.									
+Hosur									
	Total								

(State briefly the reasons for chief variations between the sanctioned estimates and actuals both under receipts and expenditure as well as under balances.

(3) Para 6. According to para 13 the Govt of India's Resolution ated 24th February 1901, the body an annual report has to be al-ost entirely in narrative form; wreas in the Skeleton Report ta-ular Statistics occur in paras 6, 11,14,19,22,24,and 32. If these bular Statistfcs are absolutely cessary, they should of course retained. But I would request -consideration of these paras d would suggest that in many cases e tabular statistics may either omitted or relegayed to the ap-ndices. In para 6, it is stated at the reasons for chief varia-ons between the sanctioned esti-tes and actuals should be mention d. It is not clear what are "chief riations" and, and in order to event prolixity, I would suggest at only in those cases, where he difference between the estimates d the actuals exceeds a given per-ntage (say 10 per cent) of the es-mates, should any explanation be tempted. Similar remarks apply paras 9, 14 and 30 where explanations for increases or decreases ve to be given. In cases however ere the actuals under expenditure ce d the budget estimates, explanation should be given in all cases.

The statements in paras 6, 9,11,14,19,22, 24 and 32 are quite necessary but there is no objection to their being relegated to the appendices, substituting the word "appended" for "following","given below" etc.

The wording of note under para 6 of the draft form may remain as it is and even the word "chief" omitted as the income and expenditure in these Municipalities under the several heads are so limited that it would be useful to know the variations under all heads instead of laying down a percentage for purposes of explanation.

These tabular statements may be put in as appendices. They seem to be necessary

Asst. C.S.

I would not lay down a hard and fast rule

Asst. C.S.

Each such case as mixed areas will have to be carefully dealt with. There are decisions which depreciating such areas

Asst. C.S.

Income. Statement 8 appended exhibits details of income of each Municipality under each head for 1902-03 as compared with that of the previous year

8. The income under all heads amounted to Rs....against Rs.....of the previous year. The difference was chiefly due to.....

9. Octroi. No octroi was levied in the Municipalities of ..... But in the rest, the duty was collected on the following articles at rates specified against each as shown below.

Names of Municipalities	Cocoanuts per head of cows & buffaloes per 100.		Cocoanuts per bag of other kind of cocoanuts.		Betel leaves.		Tobacco		Salt		Betel & Betel nuts	

(a)Briefly account for chief increase or decrease in each Municipality The incidence of taxation per head of population was....

10.House tax. This was tax was, as usual, levied on all classes of people at.....per cent on the value of the buildings and lands. The tax was revised in.....The original demand under this head was Rs.....against Rs. of the previous year. A sum of Rs.....was remitted by the Board. The net demand as finally settled, therefore amounted to Rs.....of which Rs.....was remitted as irrecoverable and Rs.....was collected leaving Rs.....to be collected at the end of the year against Rs.....of the previous year. The incidence of revenue per head of population was Rs.....

11. Mohatarfa. This tax was collected from owners of shops, oil mills and carts and the collections realised amounted to Rs....against Rs.....of the previous year as shown below.The total demand under these heads was inclusive of the arrears of the previous years aggregated Rs.....of which Rs.... or....per cent remained uncollected at the end of the year.

(Here state briefly the steps taken for collecting the arrears).

No	Municipalities	Shop tax			Oil mill tax			Cart tax			Total		
		Demand including arrears	Collections	Balance	Demand including arrears	Collections	Balance	Demand including arrears	Collections	Balance	Demand including arrears	Collections	Balance

Continued from 6

12. The incidence of taxation per head of population was Rs.....

(A para to be devoted on each of the items, if any, noted below)

(a) Lighting tax

(b) Water tax

(c) License receipts

(d) Tolls, Tax on carriages and animals.

13. Incidence of taxation. The total income from taxation including Tolls was Rs.....and that excluding Tolls was Rs..... The incidence per head of population including tolls was Rs.... and that exclusin, tolls Rs...

(A para should be devoted to
(a) Rents, if any existin,
(b) Fines, if any).

14. Miscellaneous. The revenue credited under this head amounted to Rs.. against Rs.....of the previous year exhibiting a net increase/decrease of Rs..... as compared with the income of the previous year as shown in the following statement.

No.	Municipality.	Sale of Licenses.	Loans	Rents	Sale of manure.	Sale of grass.	Rents and warrant fees	Contributions.	Miscellaneous.
		a	b	c	d	e	f	g	h

(1) Explain briefly any large variations under any of the sub heads.

a.
b.
c.

(2) State briefly loans if any received by any Municipality with the object of the loan and conditions for repayment.

(3) What contributions, if any, were received by the Municipalities and the purpose for which they were made.

15. Total demand, collection and balance. The total demand for the year amounted to Rs.... of which Rs.... was collected leaving a balance of Rs.. at the close of the year. A statement showing the demand, collection and

Amendment No. 6

(c4) Para 18. I do not see any objection of the M.C.F. statement should be given in this para, as it seems sufficient to refer to the statement itself.

they

The abstract of the M.C.F. in para 16 of the form is being given in the annual reports as the detailed annual statements(M.C.F) are not submitted with reports but separately. The abstract however may be discussed with.

Amd
L.C.S

...al balance under each major head is appended. An abstract is ...

16. Expenditure. Statement No.6 exhibits the expenditure incurred in each municipality under each major head during 1902-03 as compared with that of the previous year. The total expenditure during the year amounted to Rs....against Rs.... of the previous year showing the net increase/decrease due to the following causes.

(1)
(2)
(3)

17. Interest on debt and repayment of loans. During the year Rs.... were paid on account of interest & Rs.....on account of principle towards the repayment of loans advanced to .....and .....Municipalities on account of water works. On the last day of the year the balance of loan remaining to be paid was Rs.... vide statement No.7 appended.

18. Head Office. The sums debited under this head represent the cost of establishments maintained in the offices of the Vice-Presidents of Municipalitiesin the Districts and contributions made by them towards the cost of establishments maintained in the office of the President. (State briefly the reasons for variations, if any, in the expenditure of the year as contrasted with that of the previous year).

19. Collection. In the Municipalities of .....special establishments were maintained for the collection of octroi, house and schuttarfe taxes while in the rest, the work was managed by the village establishments on payment of commission . The statement below exhibits the percentage of cost of collection charges during the year as contrasted with that of the previous year.

(State briefly why the percentage of charges is in excess of the sanctioned limits in any case or cases).

No	Names of Municipalities	Octroi				House & Schudarfe Taxes			
		1902-3			1901-2	1902-03			1901-2
		Gross Income.	Collection Charges.	Percentage of Charges to Income	Percentage of Charges to Income	Gross Income.	Collection Charges.	Percentage of Charges to Income	Percentage of Charges to Income

a5).Para 18. I would omit this
ara entirely as I dont see the
ecessity for it. The cost of esta-
lishments for ahy year is appor-
ioned to the several Municipalities
ccording to the rule of proportion
nd why there should be any expla-
ation for variations passes my com-
prehension.

In addition to fixed
charges under "Head of-
fice" provision is made
for "contingencies". Print
-ing or advertisement
charges and budget limits
are often exceeded in the
case of the latter but
as under standing orders
the budget limit should
in no case be exceeded,
the para may be omitted

Omit.
Ltd C.S.

19 A

20. Conservancy. The appended statement number 8, exhibits the number and cost of sweepers, carts &c employed and the expenditure during the year under report as compared with those of the previous year. The increase of expenditure was due to

(1)
(2)
(3)

The above expenditure does not include the cost of drains, walls and other sanitary works executed in these Municipalities amounting to Rs.... as shown under "VIII Public Works"

(State briefly (1) how the refuse of sweepings are disposed, (2) the number of public lanterns in good order and (3) the arrangements existing for conserving them as also private ones, (4) the quality of watersupply, its sources and character and (5) the drainage

(a) of streets
(b) of houses.

(Give a brief report of (a) the general health of the people and the sanitary condition of the town, (b) any outbreak of epidemic disease, stating particulars and date of commencement and termination and measures adopted to control the epidemic).

21. The appended statement No.9. shows the total number of births and deaths in the several Municipalities in the District during 1902-03, as compared with that of the previous year The total number of births and deaths was more/less than that of the previous year by.....and.....respectively.The ratio of deaths per mille of population was ..... against.... of the previous year.

(Explanation should be submitted as to the cause of increase in the death rate .)

22. The Village Sanitation Rules continued to be in force in all the Municipalities during the year. The statement below exhibits that cases were filed before Magistrates for breach of these rules against..... individuals resulting in the conviction of .....persons against.....respectively of the previous year. The fines collected and credited to Municipal funds aggregated Rs.....against Rs.....of the previous year. These rules helped the Executive in improving the sanitary condition of the surroundings and backyards of private houses &c in these towns.

Statement B

No.	Name of Municipality	1902-03				1901-02			
		Number of Lamps	Number of hours lighted	Number of lamps extinguished	Total cost of lighting	Number of Lamps	Number of hours lighted	Number of lamps extinguished	Total cost of lighting

23. Lighting. During the year .....lamps were lighted in all the Municipalities at an aggregate cost of .....against.....and ..... of the previous year. The cost per lamp per month was Rs.....against Rs. of the previous year. The lighting was managed by panni in seven Municipalities and in others by contract.

(Contrast the ~~final~~ financial result of work performed by panniars by contract).

24. Public Works. The expenditure incurred on account of the construction and repair of roads, drains, walls, &c on account of supervision establishments amounted to Rs..... during the year against Rs.....of the previous year as shown in appendix 10. The important sanitary works executed and in progress during the year as regards (1) drainage, (2) water-supply, (3) improvement of village sites and (4) other sanitary improvements are specified below:-

No.	Municipality	Nature of description of work.	Completed or in progress	Expenditure incurred.

State briefly (1)the agency employed for the supervision of these works and the manner in which they discharged their duties, (2) the interest evinced by the non-official members in supervising the execution of works undertaken in these towns.

& T. J.

Side remarks against para 6

a6). Para 25. Note.(2) here seems
o be a repetition from para 5(c).

Mr. Thyagaraj Iyer's remarks (a6) apparently refer to para 24 (2) and to para 25 which may be omitted as para 5 refers to the interest evinced by the members.

Omit
Sd/ C.S

Side remarks against para 6

17 (a)

25. The number of Local Fund Dispensaries supported from Municipal funds was.....or the same as in more than that of the previous year.(The Municipalities of .....e made no contribution towards the cost of the Dispensaries existing in them.....). From the appended statement No.// it would appear that.....in-door and .....out-door patients were treated in all the Dispensaries at a cost of Rs....during the year against.....respectively of the previous year. The cost per patient treated was .....against.... of the previous year. The increase in the number of patients and the cost decrease per patient is accounted for by the fact that

(1)
(2)

26. The aggregate amount of savings out of contingencies of dispensaries effected and credited to the medical budget during the year was.....against Rs.....of the previous year. Including the sums credited in previous years, the total amount in favour of the Municipalities at the end of the year was Rs.....

(State briefly whether a store was established at the Head Quarters of the District for the supply of the country medicines as contemplated in Govt. Pro. No.483-94/ dated 24th April 1868, (2) whether country medicines were supplied from them and whether the cost of the articles compared favorably with that of the local markets). (Vide statement appended No....)

27. Midwives. There were .....midwives supported from Municipal funds against.....of the previous year. The appended Statement No.12 exhibits the number of cases attended to by them during the year as compared with that of the previous year.

(State briefly (1) which of the midwives attended less than the minimum number of cases prescribed under Pro.No.4629-40/F.S.55-97 dated 7th September 1897 and the amount of fines recovered on that account.

(2)which of them attended larger number of cases than the prescribed minimum and the amount of reward paid to them and

(3) whether their services are appreciated and freely availed of by the public).

28. Vaccination. Special vaccinators were not employed by any of the municipalities except for vaccination work which continued to be performed by Taluk vaccinators and medical subordinates paid from medical budgets. The number of persons vaccinated rose/decreased from .....to.....during the year The percentage of successful cases to the total number vaccinated was.... against.....of the previous year.(Vide Statement No.13 appended)

29 Education. The Municipalities made fixed contributions towards the maintenance of primary schools in them. The number of schools maintained in themwas.....and the total number of pupils attended them was.....of whom .....were boys and .....girls. The details showing the several descriptions of the schools and the cost incurred from Municipal as well as other funds, fees realised and the results achieved are exhibited in the appended statement No.5.

30.XI Miscellaneous. The details of charges incurred under this head in each municipality are given in the appended statement No.15 of which the aggregate results of the year are given below as compared with those of the previous year.

(1) Repayment of loan

(2) Pounds

(3) Rewards

(4) Gardens

(5) Other items

(Explain briefly variations under each of the sub heads.)

31. The number of dogs and snakes killed during the year was ....and.... against.....and.....of the previous year. The cost incurred was more/less than that of the previous year by Rs....due to .....For details vide appended statement No.16.

32. The statement below exhibits that gardens maintained in.....municipalities contained ....plants of different kinds maintained at an aggregate cost of Rs.....against Rs....of the previous year.

(State briefly how these gardens were appreciated by the public, in what condition they are, whether they are remunerative or otherwise useful to the people)

Para 28. If the Municipalities do not spend any funds on vaccination I do not see why this para should be read. Details about vaccination in Municipal towns are given in the report on vaccination submitted by the Senior Surgeon. It is only where the Municipalities spend any funds by appointing special vaccinators that any remarks should be made in the Municipal report.

Though vaccinators are not maintained by Municipalities except in the largest cities of Bangalore and Mysore and a few towns such as Kolar, Hassan &c, vaccine operations are being performed by the medical subordinates in charge of L.F.Dispensaries which are supported from Munl. Funds. As the work done by Govt agency is for the benefit of the Munl. population, it was considered necessary by the late Councillor, the Hon'ble Mr.Chentsal Rao Panthulu to embody this information in the Municipal and D.F.reports to show the work done for the benefit of the Munl. and rural population and prescribed forms have been accordingly in Pro.No.7661-71/FW-295-92 dated 3/12/92

This I think may be retained.

Sd/ C.S.

Remarks of audit para 6.

Appendices I. to X.

...tistical statements. The num-
...r of statistical statements ac-
...ompanying the report is 16 for e-
...h Distt. and 4 for each Municipi-
...ity and seems to be capable of
...siderable reduction. The four
...nual account forms for each
...icipality may be dispensed with
...well as appendices XIII and XV
... form of general municipal
...iew prescribed in Madras, there
... only 3 statements. But there
... practice prevails of having
Reviews, one a particular review
the Administration Report of
...ch Municipality and the other
...eneral Review of the Administra-
...on Report of all the Municipali-
...ies. The formsalso require con-
...siderable revision, as there is
... uniformity regarding the typi-
...l district or year, one form
...eferring to the Bangalore Distt,
...nother to the Chitaldrug Distt,
third to the year 1901 and a
...ourth to the year 1902-03.

...eneral. I believe I am not called
...n to offer any remarks with re-
...ard to the draft Govt. Pro. is-
...uing the Skeleton Report for a-
...option. I have not attempted to
...ix any maximum limit for the
...ength of the report, as one or
...wo years must elapse before this
... be fixed with certainty.

Because the ...eneral Muni. review prescribed in Madras contains only 3 state-ments, it does not follow that we should discontinue getting all the useful infor-mation from the Distts The number of state-ments now put up can-not be reduced and the forms apparently require no revision.

23/12/03

All the state-ments seem ne-cessary except No xvi which may be omitted. Subs: L. S.

They have now been made uniform. Subs: L. S.

The report has been made fairly brief. Subs: L. S

Municipal Administration Report

of the.....District for 1902-03(To be prepared and submitted so as to reach the Govt office on or before 30th September 1903 or within three months from the expiration of the year to which it relates)

The number of municipalities during the year under report was the same as in the previous year by....., the new municipality formed being.....under sanction conveyed in Pro. No. dated ....

2. The limits of the several municipalities remained unaltered (or extended). The aggregate area covered by all of them being.....square miles containing.....houses as against.....of the previous year with a population of.... .as shown in appendix I.

3. The affairs of the municipalities were managed by Boards consisting of the Deputy Commissioners of the District as the President of All the municipalities in the Distt, of Amildars or Deputy Amildars, as Vice Presidents, except in the case of....., where .....is the Vice President, and of members, ex-officio and non-official appointed by

Govt

Govt by official designation and by name respectively

4. Monthly meetings were regularly held in all the municipalities. Special meetings were also held in.....for the purpose of ... .

5. The ~~appended statement~~ Appendix II exhibits the number of meetings held in each municipality, the number of members on the roll and the average attend-ance of members as compared with those of the previous year.

(a) State here (a)the cases of absence of members from 3 consecutive meetings or 6 meetings in a year and steps taken to replace them or condone their absence

(b)whether the attendance of members was on the whole better than that in the previous year.

(c)whether the non official members evinced interest in the management of affairs entrusted to their charge and in the supervision of works undertaken from municipal funds.

6. The year opened with a balance of Rs....and closed with a balance of Rs....as per details given in ~~the following statement~~ III.

IV

No.	Name of municipalities.	Opening balance. Estimate	Opening balance. Actuals	Receipts Estimate	Receipts Actuals	Total Estimate	Total Actuals	Expenditure Estimate	Expenditure Actuals	Closing balances. Estimate	Closing balances. Actuals
1											
2											
3											
4											
5											
6											
7											
8											

Total

(State briefly the reasons for chief variations between the sanctioned estimates and actuals both under receipts and expenditure as well as under balances)

7. Income. ~~Statement 3 appended~~ exhibits details of income of each municipality under each head for 1902-03 as compared with that of the previous year.

8. The income under all heads amounted to Rs.....against Rs.... of the previous year. The difference was chiefly due to ..... .

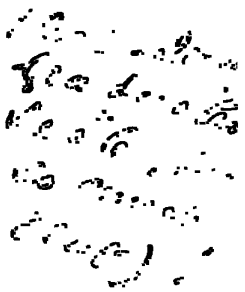
9. Octroi. No octroi was levied in the municipalities of ..... .

But in the rest, the duty was collected at rates specified against each as shown below.

Name of municipalities.	Amount of Octroi per head of population		Government Share of Octroi		Refund Claims		Collection charges		Stock & Stamps &c	
	1902	1903								

(a)Briefly account for chief increase or decrease in each municipality. The incidence of taxation per head of population was.....

10. Housing tax. This tax was as usual levied on all classes of people at [illegible] per cent on value of the building lands. The tax was revised in .. The original demand under this head was Rs.....against Rs..... of the previous year. A sum of Rs.....was remitted by the Board. The net demand as finally settled therefore amounted to Rs.... of which Rs... was remitted as irrecoverable and Rs.....was collected leaving Rs.... to be collected during the year against Rs... of the previous year. The incidence of revenue per head of population was Rs.....



11. Mohatarfa. This tax was collected from owners of shops, oil mills and carts and the collections realised amounted to Rs..... against Rs..... of the previous year as shown below. The total demand under these heads inclusive of the arrears of the previous years aggregated Rs.....of which Rs... or.... per cent remained uncollected at the end of the year.

(Here state briefly the steps taken for collecting the arrears.)

No	Municipality	Shop tax			oil mill tax			Land tax			Total		
		Demand including arrears	Collection	Balance	Demand including arrears	Collection	Balance	Demand including arrears	Collection	Balance	Demand including arrears	Collection	Balance

12. The incidence of taxation per head of population was Rs....if any//

~~12.~~ A para to be added on each of the items if any noted below

(d) Tolls. Tax on carriages and and animals.

(a) Lighting tax
(b) water tax
(c) License receipts

13. Incidence of taxation. The total income ~~from~~ taxation ~~including~~ ~~tolls~~ was Rs. ~~and that including tolls was Rs~~.....The incidence per head of population ~~including tolls~~ was Rs... ~~and that excluding tolls Rs~~....

(A para should be devoted on
(a)Rents if any existing
(b) Fines if any.)

14.Miscellaneous. The revenue credited under this head amounted to Rs.. against Rs.... of the previous year exhibiting a net ~~increase~~ decrease of Rs.... as compared with the income of the previous

previous year as shown in the following statement. VIII

No	Municipality	Sale of titles		Loans		Rents		Sale of manure.		Sale of trees.		Miscellaneous fees.		Contributions.		Other items

(1) Explain briefly any large variations under any of the sub heads

a
b
c

(2) State briefly loans if any received by any municipality with the object of the loan and conditions for repay -ment.

(3) What contributions if any were received by the municipalities and the purposes for which they were made.

15. Total demand, collection and balance.

The total demand for the year amounted to Rs.....of which Rs.... was collected leaving a balance of Rs... at the close of the year. A statement showing the demand, collection and balance under each major head is appended. ~~An abstract~~ is given below.

EXPENDITURE.

16. ~~Statement No. 6~~ exhibits the expenditure incurred in each municipality under each major head during ~~1922-23~~ as compared with that of the previous year. The total expenditure during the year amounted to Rs.... against Rs....of the previous year showing the ~~net~~ increase/decrease due to the following causes.

(1)
(2)
(3)
&c.

17. Interest on debt ~~and Repayment~~ and repayment of loans. During the year Rs... were paid on account of interest and Rs... on account of principal towards the repayment of loans advanced to.....and.....municipalities ~~on account of water works~~. On the last day of the year the balance of loan remaining to be repaid was Rs.. vide ~~statement No. X appended~~.

18. The sums debited under this head represent the cost of establishments &c maintained in the offices of Vice Presidents of municipalities in the Districts and contributions made by them towards the cost of establishments maintained in the office of the President. State briefly the reasons for variations if any, in the expenditure of the year, as contrasted with that of the previous year.

14

88. Collection. In the municipalities 3 special establishments were maintained for the collection of octroi, house and mohatarfa taxes, while in the rest the work was managed by the village establishments on payment of Commission. The statement below exhibits the percentage of cost of collection charges during the year as contrasted with that of the previous year.

(State briefly why the percentage of charges is in excess of the sanctioned limits in any case or cases.)

No.	Names of municipalities	Octroi				House & Mohatarfa taxes			
		1902-03			1901-02	1902-03			1901-02
		Income	Collection charges	Percentage of charges to income	Percentage of charges to income	Income	Collection charges	Percentage of charges to income	Percentage of charges to income

89. Conservancy. The appended statement No. exhibits the No and cost of sweepers, carts &c employed and the expenditure during the year under report as compared with those of the previous year

year. The increase of expenditure was due to

(1)
(2)
(3)

The above expenditure does not include the cost of drains, wells and other sanitary works executed in these municipalities amounting to Rs.....and shown under "VIII Public works".

(State briefly (1) how the refuse or sweepings are disposed of (2) the number of public latrines in good order and (3) the arrangements existing for conserving them and also private latrines (4) the quality of water supply, its sources and character & (5) the drainage

(a) of streets
(b) of houses

(Give a brief report of (a) the general health of the people and the sanitary condition of the town.

(b) any outbreak of epidemic disease, stating particulars and date of commencement and termination and measures adopted to control the epidemic.)

2. The appended statement No. XIV shows the total number of births and deaths in the several municipalities in the District during 1902-03, as compared with that of the previous year. The total number of births and deaths

deaths was more/less than that of the pre-vious year by..... and..... respectively. The ratio of deaths per mille of population was.....against..... of the previous year.

(Explanation should be submitted as to the cause of increase in the death rate)

2. The village sanitation rules continued to be in force in all the municipalities during the year. The statement below exhibits that cases were filed before magistrates for breach of these rules against..... individuals resulting in the conviction of ..... persons as against respectively of the previous year. The fines collected and credited to municipal funds aggregated Rs..... against .....of the previous year. These rules helped the Executive in improving sanitary condition of the surroundings and backyards of private houses in these towns.

No.	Municipalities.	1902-03				1901-02			
		No. of Cases.	No. of persons	No. of convictions	Amount of fines realised.	No. of Cases.	No. of persons convicted.	No. of convictions	Amount realised.

Lighting

22. During the year....lamps were lighted in all the municipalities at an aggregated cost of .... against .....and.....of the previous year. The cost per lamp per month was Rs.. .....against Rs....of the previous year. The lighting was managed by Amani in some municipalities and in others by contract.

(Contrast the financial result of work performed by amani and by contract.)

23. Public works. The expenditure incurred on account of the construc-tion and repair of roads, drains, wells, and on account of supervision establishments amounted to Rs.... during the year against Rs..... of the previous year. The important sanitary works executed and in progress during the year as regards (1) drainage, (2) watersupply, (3) ~~improvement of village sites~~ and (4) other sanitary improvements, are specified below.

No.	Municipality	Nature or description of work	Completed or in progress	Expenditure incurred

State briefly (1) the agency employed for the supervision of these works

works and the manner in which they discharged their duties.

(2) The interest evinced by the non-official members in supervising the execution of works undertaken in these towns.

24. The number of Local Fund dispensaries supported from municipal funds was.....or the same as in more than that of the previous year. (The municipalities of.....,.....,.....&c made no contribution towards the cost of the dispensaries existing in them.....). From the appended statement No.II, it would appear that .....in-doors.....outdoor patients were treated in all the dispensaries at a cost of Rs....during the year against .....respectively of the previous year. The cost per patient treated was Rs.....against .....of the previous year. The increase in the number decrease of patients and the cost per patient is accounted for by the fact that

(1)

(2)

26. The aggregate amount of savings out of contingencies of dispensaries effected and credited to the medical budget during the year was.....against Rs.... of the previous year. Including the sums credited in previous years, the total amount in favour of the municipalities at the end of the year was Rs.....

(State briefly whether a store was established

established at the head quarters of the District for the supply of country medicines as contemplated in G. O. Pro No. dated 1888. (2) whether country medicines were supplied from them and whether the cost of the articles compared favourably with that of the local markets (vide statement appended -No).

23. Midwives. There were.....midwives supported from Municipal funds against.... of the previous year. The Appendix statement No. exhibits the number of cases attended to by them during the year as compared with that of the previous year.

(State briefly (1) which of the midwives attended less than the minimum number of cases prescribed under Govt. Pro. No. dated and the amount of fines recovered on that account;)

(2) which of them attended larger than the number of cases prescribed minimum and the amount of reward paid to them and

(3) whether their services are appreciated and freely availed of by the public.)

24. Vaccination. Special vaccinators were not employed in any of the municipalities for vaccination work which continued to be performed by Taluk vaccinators and medical subordi-

-nates

subordinates paid from Medical budgets.
Thenumber of persons vaccinated rose
from.....to.....during the year. The
percentage of successful cases,to the
total number vaccinated was ....against ....of
the previous year.(vide statement No. appended).

27. Education. The municipalities made
fixed contributions towards the maintenance of primary schools in them. The
number of schools maintained in them
was.....and the total number of pupils
attended them was.....of whom.... were
boys.and.... girls. The details showing
the several descriptions of schools,
the cost incurred from municipal as well
as other funds, fees realised and the
results achieved are exhibited in the
appended statement No.

28. XI Miscellaneous. The details
of charges incurred under this head in
each municipality are given in the appendix
statement. of which the aggregate
results of the year are given below as compared with those of the previous year.

1.Repayment of loan
2.Pounds
3.Rewards
4.Gardens
5 other items

(Explain briefly variations under
each of the sub heads.)

29. The number of dogs and snakes killed
during the year was.....and .... against
.....and .....of the previous year. The
cost incurred was more than that of the
previous year by Rs ....due to .....
less
or

For details vide appende statement No.18.

52. The statement below exhibits that gardens maintained in....,.... .,.....and municipalities contained .....plants of different kinds main -tained at an aggregate cost of Rs.. against Rs...of the previous year.

(State briefly how these gardens were appreciated by the public, in what condition they are, whether they are remunerative or otherwise useful to the people)

General remarks.

Extract of S. from II Councillor's order dated 12/3/02 on the Municipal Administration reports for 1900-01.

S. With the Asst. Secy in charge draw up sample form of report for adoption in future by all Municipalities and with the Secy's remarks brought to me for approval quickly as possible.

(Sd) C. Sreenivasaya
12/3/03.

(Sd) H.V.et.
14/3

Asst Secy's note

This will be attended to as soon as the draft is received back in the office.

(Sd) H.R
14/3/03

Memo.

With reference to the accompanying extract of para 5 from the 2nd Council order of 12/3/03 on the draft reviews on the Municipal Administration Reports for 1900-01. it is submitted that the reviews on D. T. and C. Municipal reports for the year have been finally passed and issued and that D. T. review for 1901-02 is now pending before the 2nd Councillor and the municipal reviews for the year now under preparation will be submitted as early as possible. As a sample form of report for 1902-03 has to be prepared and submitted to the 2nd Councillor as required by him, the

the records are collecting the orders and forms of account prescribed for the annual reports from time to time & as soon as they are received, a draft will be submitted for approval.

etc. The Head Clerk who had been on a private visit to Madras had the opportunity to see the sets of Municipal and D-F. annual etc. forms now in use in the L-F. Department of that Govt, which he considers will materially help the office in preparing the forms ordered by the Councillors and the endeavours of the former to obtain copies of the approved specimens, a draft to the Residency is requisitioning for these forms is submitted for approval

Dt 25/5/03

Forwd to Secty. with draft letter
to the 1st Asstt. to the
Honble the Resident.

DB
22/6/03

But cannot you get these
from published reports already
available in our office.
Please let me see some
copies — H
26/6

General Room
Please put up
Madras Reports available
in the records
Orgl 11/6/03

We have only got the
Madras Manual: Address Reports
in the Library. Separate Reviews
in the said Reports are not
available.
PLB.
13/6/03

After lengthened search,
I have been able to collect only
from the General Municipal, and
Local Fund reviews of the
Madras Govt and the Madras
City municipal Reports (1899-1900)
at page 67 of the
Madras Govt review for 1896-97
the Rent of Govt. Buildings etc / Municip

Municipal 18 & 19 dated 23/7/91
is quoted which the
General Records is not able
to trace.

A draft of sample
forms of D. T. report is submitted
with forms of appendices I to XII.

Similar draft for
municipal funds will be
submitted shortly.

Dy 13/7/03

sample forms.
Draft municipal Acts
with appendices is also submitted
Dy

This has now to be
drawn up in accor-
dance with the new
D.T. Regns & Rules.
Compare & let me
see it with the rules.
The Copy may be
typed afterwards
& then sent to Mr. Iyer
rajampet.

17/8/3.

The D.T. rules (draft) do
not prescribe forms in which

annual accounts should be drawn up. The Budget heads presented in appendix A will be adopted in the annual accounts of Receipts and expenditure

At present the returns D.J. are received in this office direct from Presidents, which does not now exist

as set forth in para 48 of Part V of the Rules accounts with reference of the Finance Committee have to be submitted through the Comptroller

Org 10/9/03

Submitted with typed copies of returns. Org 9/10

Forwarded to V.H. Tyagaraya Aiyar Esq Hon. Sec. 11/9/03

Present a note on the form of Skeleton Report for Municipalities I shall give my opinion in regard to the other forms Lebanukh 12/10/03

27/10/13

M E M O.

With reference to the form of Municipal Administration Report referred to me for opinion, I beg to communicate my views as hereunder. The delay in replying is due to my awaiting the publication of the Rules under the Local Fund Regulation (under which a number of the Minor Municipalities have been made "Unions") and to my desir for a comparative study of the forms of reports prescribe elsewhere.

2. The Skeleton Report, it is presumed, refers only to Municipalities other than those of Bangalore and Mysore Cities. In the case of forms of Municipal reports prescribed in Bombay, Bengal and Burma, only the headings of subjects are given. If however by prescribing a skeleton form of report it is meant to give only an outline of the report and not to restrict the phraseology of the reporting officer, the difference is not of much importance. If however the intention is that the reporting officer has only to fill up figures in the skeleton report, I must confess to my doubts regarding the wisdom of attempting to reduce the text of a report to the level of a Statistical Statement and to crush all individuality. The several paras will now be dealt with in detail.

3. (a1) The first para of the Skeleton Report apparently contemplates only an increase in the No. of Municipalities, whereas under the New Local Fund Rules there will be a decrease. This fact illustrates the difficulty of laying down a satisfactory form of Skeleton report, whereas a heading such as "Increase or decrease in the No. of

Municipalities" will be found more elastic.

(a3) Para 3. I do not clearly see how the population for each year is ascertained. Is it to be the population as ascertained at the latest census ? I am further not sure if the extent of each Municipality in square miles is readily available.

(a5) Para 6. According to para 15 of the Govt. of India's Resolution dated 24th February 1901, the body of an annual report has to be almost entirely in narrative form; whereas in the Skeleton Report tabular Statistics occur in paras 6, 9, 11, 14, 19, 22, 24, and 32. If these tabular Statistics are absolutely necessary, they should of course be retained. But I would request re-consideration of these paras and would suggest that in many cases the tabular Statistics may either be omitted or relegated to the Appendices. In para 6, it is stated that the reasons for chief variations between the sanctioned estimates and actuals should be mentioned. It is not clear what are "chief variations" and, in order to prevent prolixity, I would suggest that only in those cases, where the difference between the estimates and actuals exceeds a given percentage (say 10 per cent) of the estimates, should any explanation be attempted. Similar remarks apply to paras 9, 14 and 30 where explanations for increases or decreases have to be given.

(a4) Para 18. I do not see why any abstract of the D.C.B. Statement should be given in this para, as it seems sufficient to refer to the Statement itself.

(a6) Para 18. I would omit this para entirely, as I don't see the necessity for it. The cost of establishments for any year is apportioned to the several Municipalities according to the rule of proportion and why there should be any explanation for variations passes my comprehension.

(a6) Para 84, Note (2) here seems to be a repetition from para 5 (c).

(a7) Para 86. If the Municipalities do not spend any funds on vaccination, I do not see why this para should stand. Details about vaccination in Municipal towns are given in the Report on Vaccination submitted by the Senior Surgeon. It is only where the Municipalities spend any funds by appointing special vaccinators that any remarks should be made in the Municipal Report.

4. Statistical Statements. The number of Statistical Statements accompanying the Report is 16 for each District and 4 for each Municipality and seems to be capable of considerable reduction. The four annual account forms for each Municipality may be dispensed with, as well as Appendices XIII and XVI. In the form of General Municipal Review prescribed in Madras, there are only three Statements. But there, the practice prevails of having two reviews, one a particular review of the administration report of each Municipality and the other a general review of the administration reports of all the Municipalities. The forms also require considerable revision, as there is no uniformity regarding the typical District, or year, one form referring to the Bangalore District, another to the Chitaldrug District, a third to the year 1891 and a fourth to the year 1902-03.

5. General. I believe I am not called on to offer any remarks with regard to the draft Govt. Proceedings issuing the Skeleton Report for adoption. I have not attempted to fix any maximum limit for the length of the Report, as one or two years must elapse before this can be fixed with certainty.

(Sd.) V.R. Thyagaraja Iyer,
Asst. Secy., on special duty.

No. 54 dated 27th October 1905.

On the file.

Forwarded to the ~~Assistant~~ Secretary ~~in charge~~ ~~of the Local Boards Branch~~ to the Government of H.H. the Maharaja of Mysore, Gen. & Rev. Departments.

J.H.

Assistant Secretary
(on special duty)

Municipal Administration Report of the .....District for the year.....

The number of Municipalities during the year under report was the same as in ____ the or...more or...less than that of previous year by ....

(Here quote orders sanctioning new Municipalities or Abolishing existing ones).

2. The limits of the several municipalities remained unaltered (or extended), The aggregate area covered by all of them being .....square miles, containing.....houses as against .....of the previous year with a population of.....as shown in appendix I.

3. The affairs of the Municipalities were managed by Boards consisting of the Deputy Commissioner of the District as the President of all the Municipalities in the District, of Amildars or Deputy Amildars, as Vice-Presidents, except in the case of.... where.....is the Vice President, and of members, ex-officio and non-official ~~appointed~~ appointed by Govt by official designation and by name respectively.

4.

16/2/04

n the modifications madeby this draft specimen form be issued at once with advantage. I would not wait until new Muni Regulation is passed. form can easily be adopted the requirements of the pre- r Municipalities of Banga- e and Mysore Cities.

Intd.C.S.
4/2/04.

A report in this form will contain all necessary information & note further steps facilitate the progress - now after passing in the Secretariat. I have studied this with the Nyaya Raja rules have about my suggestions - with the Devan's above, this - the draft order may be found - Q.

12/2/04 07113

Add to the Devan

12/2/04

13.2.04.

4. Monthly meetings were regularly held in all the Municipalities (or if there was a deficiency in any, explain briefly). The cause for the same
A
Special meetings were also held in.....for the purpose of.....

5. The appendix ..... No.II exhibits the number of meetings held in each Municipality, the number of members on the roll and the average attendance of members as compared with those of the previous year.

(State here (a) the cases of absence of members from 3 consecutive meetings
6 meetings
in a year and steps taken to replace them or condone their absence.

(b) whether the attendance of members was on the whole better or worse than that in the previous year.

(c) whether the non official members evinced interest in the management of affairs entrusted to their charge and in the supervision of works undertaken from municipal funds.)

6. The year opened with a balance of Rs.....and closed with a balance of Rs.....as per details given in appendix No. III

(State briefly the reasons for chief variations between the sanctioned estimates and actuals both under receipts and expenditure as well as under balances)

7. Income. Appendix No. IV exhibits details of income of each municipality

municipality under each head for 1903-04 as compared with that of the previous year. (For appreciable increases and decreases if any, give reasons briefly).

8. The income under all heads amounted to Rs....against Rs.... of the previous year. The difference was chiefly due to....

9. Octroi. No octroi was levied in the Municipalities of .....But in the rest, the duty was collected on the following articles at ~~the~~ rates specified against each as shown in appendix ~~-~~ No. K.

(~~a~~) Briefly account for chief increase or decrease in each municipality. The incidence of taxation per head of population was.....

10. House tax. This tax was as usual, levied on all classes of people at prescribed rates on value of the buildings and lands. The tax was revised in..... The original demand under this head was Rs....against Rs .....of the previous year. A sum of Rs.....was remitted by the Board The net demand as finally settled therefore amounted to Rs....of which Rs....was remitted as irrecoverable and Rs.....was collected leaving a Rs.....to be collected at the end

of

17. Interest on debt and repayment of loans. During the year Rs.....were paid on account of interest and Rs... on account of principal towards the repayment of loans advanced to.....and .....municipalities. On the last day of the year the balance of loan remaining to be repaid was Rs...Vide appendix No.XI, a.

18. Collections In the municipalities of.....special establishments were maintained for the collection of octroi, house and mohatarfa taxes while in the rest the work was managed by the village establishments on payment of commission. Appendix ..... No.XII exhibits the percentage of cost of collection charges during the year as contrasted with that of the previous year.

(State briefly why the percentage of charges is in excess of the sanctioned limits in any case of cases)

19. Conservancy. The Appendix No.XIII exhibits the No and cost of sweepers, carts &c employed and the expenditure during the year under report as compared with those of the previous year. The increase of expenditure was due to

1
2
3

The above expenditure does not include the cost of drains, wells and other

other sanitary works executed in these municipalities amounting to Rs.....and shown under "VIII Public Works".

(State briefly (1)how the refuse or sweepings were disposed of (2)the number of public latrines in good order and (3)the arrangements existing for conservancy them as also private latrines (4)the quality of water supply, its sources and character and (5) the drainage,

(a) Of streets
(b) of houses

(Give a brief report of (a) the general health of the people and the sanitary condition of the towns.(b) any outbreak of epidemic disease, stating particulars, date of commencement and termination and measures adopted to control the epidemic)

20. Appendix No.XIV shows the total number of births and deaths in the several municipalities in the District during 1903-04, as compared with that of the previous year. The total number of births and deaths was more/less than that of the previous year by.....and.....respec-tively. The ratio of deaths per mile of population was ~~against~~.... against .....of the previous year.

(Explanation should be submitted as to the cause of any large in-

crea.

appreciated and freely availed of by the public).

26. Vaccination. Special vaccinators were not employed in any of the municipalities except in.....for vaccination work which continued to be performed by Taluk Vaccinators and medical subordinates paid from the medical budgets. The number of persons vaccinated rose/decreased from...to...during the year. The percentage of successful cases to the total number vaccinated was...against...of the previous year (Vide appendix No.XXX)

(Here briefly explain large variations, if any.)

27. Education. The municipalities made fixed contribution towards the maintenance of primary schools in them. The number of schools maintained was...and the total number of pupils was...of whom...were boys and ...girls. The details showing the several descriptions of schools, the cost incurred from municipal as well as other funds, fees realized and the results achieved are exhibited in appendix No. XX.

28. XI.Miscellaneous. The details of charges incurred under this head in each municipality are given in the appendix No.XXX of which the aggregate results of the year are given below as compared with those of the previous year.

1.Repayment of loans
2.Pounds
3.Rewards
4.Gardens
5.Other items.

(Explain briefly variations under each of the sub heads)

29. The number of dogs and snakes killed during the year was....and... against....and.....of the previous year. The cost incurred was more / less than that of the previous year by Rs.....due to.....

30. General Remarks.

Con File

Revision forms of Municl. Reports & Accounts

Read again:-

Pro. No.6702-11/Cir.2314 dated 19-1-1887.

2. Pro. No. 16204-326/L.S.315-92 dated 24th July 1893.

3. Do dated 22nd April 1893 on 2006-3/Rev.15

4. Pro.No.15982-91/L.S.297-92 dated 27th March 1902.

Order thereon No. 3202-16/L.S.7.02-03 27/7/04

It is observed that most of the annual reports and accounts of the several municipalities in the State were not being received on or before the due date fixed by Govt, and when received, they were found to contain either no information at all under certain heads, thereby necessitating further correspondence and entailing additional work on this office or extraneous matter so as to render the reports unnecessarily lengthy. The Govt Press to which the reports, as received from Presidents were sent, for being printed before reviewing them, took several weeks for sending the required number of advance copies to the Secretariat. These causes contributed to much avoidable delay in the issue of consolidated Reviews on reports on the working of the municipal funds. As it is of the utmost importance that

these

these reviews should be issued as early as practicable after the expiration of the year to which they relate, the Govt direct that the reports for 1902-03 and future years be prepared in a concise form following as far as possible, the model hereto annexed with the appendices embodying complete information under the several heads.

2. In view to avoid such delays in future and secure uniformity in the forms of annual reports, the Govt resolve the following instructions for the preparation of reports for the year 1902-03 and future years.

(I) that the Vice President of each Municipality should prepare statements I to IV prescribed in the late Chief Commissioner's Pro. No.6702-11/Cir.2314 dated 19th January 1887 as also statement I(a) of meetings out of materials available in the office of the former and with the approval of the Board and the meeting held in August following, submit them so as to reach the President's office on or before the 30th August or one month from the expiration of the year to which theyrelate.

(II) that the Senior Surgeon and Sanitary Commissioner should, as per instructions contained in para 1 of Govt Pro. No.15982-91/L.F.297-92 dated 27th March 1902 furnish the Presidents of municipalities with the marginally noted noted statements for the official year ending

1. Statement of Medical institutions, work done by them, Cost incurred, &c.
2. Work done by midwives
3. Vaccination Returns.

ums so as to reach this office on or before the end of August every year ~~or two months from the conclusion of the official year to which they appertain.~~

III. That the Inspector General of Education should likewise forward statements of schools, for which contributions were made from municipal funds, so as to reach the Presidents concerned on or before the end of August following.

IV. From the statements furnished by Vice Presidents, the Senior Surgeon and the Inspector General of Education and from the information available in the L.F.Departments of the Distt offices the Presidents should prepare the annual reports on the working of the several municipalities in his Distt, for the previous year without waiting for the final figures of the Comptroller who will continue to transmit memo of adjustments made in his office as early as possible at the end of each month as required in Pro.No. ..dated.. and submit the reports with appendices, to be containing complete information so as to reach the Secretariat on or before the 30th September or 3 months from the expiration of the year to which they refer, Vice Presidents statements I, II, III, IV and IVa being sent as accompaniments ..

3. The Comptroller should submit his annual accounts in forms II to XI prescribed in para 56 of Govt Pro. No. 20-6-07 Ca: 16 dated 24th Feb as well as statement of loans in form No XII ..... so as to reach the secretariat on or before the 31st of October 30th September following.

4. As each report is received in the Secretariat it will be transmitted to the Superintendent, Govt Press, who should cause the required number of copies to be printed and advance copies sent to the Secretariat within a fort-night from the date of receipt.

5. The draft review with the necessary statements, which should be embodied therein will then be prepared in the Secretariat and submitted for approval within a month from the date of receipt of the last report from the Press Office.

6. Each case of delay will be severely noticed by Govt.

13.2.09

Secretary.

To
The President of Boards in the State
" Chief Engineer in Mysore
" Examiner, P. W. A.
" Senior Surgeon I.M.S.C.
" Comptroller in Mysore
" Insp. Genl of Education

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read:again:-

Proceedings No.6702-11 Circular 2314 dated 19th January 1897.

2. Proceedings No.14284-326/L.F.315-92 dated 24th February 1893.

3. Do Dated 22nd April 1890 No.906 -37/Circular 15.

4. Proceedings No.15982-91/L.F.297-92 dated 27th March 1902

Order thereon No 3202-16 L.F.102-1903

Dated Bangalore 25th February 1904

It is observed that most of the annual reports and accounts of the several Municipalities in the State were not being received on or before the date fixed by Government and when received they were found to contain either no information at all under certain heads thereby necessitating further corres-pondence and entailing additional work on this office or extraneous matter so as to render the reports unnecessarily lenghty. The Government press to which the reports, as received from Presidents were sent, for

Over Copy

Manager

For Offg Secretary

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orrice as early as possible at the end of each month as required in Pro-ceedings No.906-37/Cir.15 dated 22 April 1890, and submit the report with appendices, containing complete information so as to reach the Secre-ariat on or before the 30th septem-ber or 3 months from the expiration of the year to which they refer, Vice Presidents statements I,II,III, IV and IVa being sent as accompani-ments.

3. The Comptroller should submit his annual accounts in forms II to XI prescribed in para 56 of Govern-ment Proceedings No.906-37/Cir 15 dated 22nd April 1890 as well as statement of loans in form No.VII so as to reach the Secretariat on or before the 31st of October following

4. As each report is received in the Secretariat it will be transmitt-ed to the Superintendent, Government Press, who should cause the required number of copies to be printed and advance copies sent to the Secreta-riat within a fortnight from the date of receipt..

5. Each case of delay will be severe-ly noticed by Government.

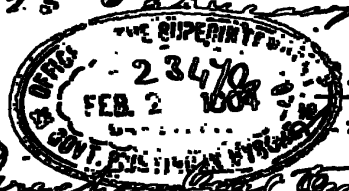
Sd/L.Ananthasayan Rao
Officiating Secretary.

All Presidents of Municipalities in the State
All Executive Engineers
Executive P.W.D.
Senior Surgeon & Sanitary Asst.
Comptroller in Bangalore
Dy.Dir. Dept of Education

Local Boards Commissioners

Municipal

7.5. February 1904



202-16

102-03

Directing that the Municipal annual reports commencing from 1903-4 be prepared in a concise form following as far as possible the schemes herein annexed and containing certain instructions for their preparation and practical schemes on back of.

Very Urgent

Note letter Rios

The Statements attached with this order should be affixed to the order. The Schemes (Appendix I to XX) should be separately printed and made Parts of this order. (Please let the printed or four final copies of the Report come to this office before the end of the first week in March.

CL
26.2.04

READ AGAIN—

(1) Proceedings No. 6702-11—Circular 2314 dated 19th January 1887.
(2) Ditto No. 14284-328—L. F. 315-98 dated 24th February 1898.
(3) Ditto No. 905-37—Circular 15, dated 22nd April 1890.
(4) Ditto No. 15982-91—L. F. 297-92 dated 27th March 1902.

No. 3202-16—L. F. 102-1903, DATED BANGALORE, 25TH FEBRUARY 1904.

ORDER THEREON.—It is observed that most of the annual reports and accounts of the several Municipalities in the State were not being received on or before the date fixed by Government, and when received they were found to contain either no information at all under certain heads thereby necessitating further correspondence and entailing additional work on this office or extraneous matter so as to render the reports unnecessarily lengthy. The Government Press to which the reports, as received from Presidents, were sent, for being printed before reviewing them, took several weeks for sending the required number of advance copies to the Secretariat. These causes contributed to much avoidable delay in the issue of consolidated reviews on reports on the working of the Municipal Funds. As it is of the utmost importance that these reviews should be issued as early as practicable after the expiration of the year to which they relate, the Government direct that the reports for 1903-04 and future years be prepared in a concise form following as far as possible the specimen hereto annexed, with the appendices embodying complete information under the several heads.

2. In view to avoid such delays in future and secure uniformity in the forms of annual reports, the Government resolve to issue the following instructions for the preparation of reports for the year 1903-04 and future years :—

(i) That the Vice-President of each Municipality should prepare statements I to IV prescribed in the Dewan's Proceedings No. 6702-11—Circular 2314, dated 19th January 1887, as also statement 1 (*a*) of meetings, out of materials available in the office of the former, and with the approval of the Board at the meeting held in August following, submit them so as to reach the President's office on or before the 31st August or two months from the expiration of the year to which they relate.

(ii) That the Senior Surgeon and Sanitary Commissioner should, as per instructions contained in para 1 of Government Proceedings No. 15982-91—L. F 297-92, dated 27th March 1902, furnish the Presidents of Municipalities with the marginally noted statements for the official year ending June so as to reach their offices on or before the end of August following.

1. Statement of medical institutions, work done by them, cost incurred etc.
2. Statement of work done by midwives.
3. Vaccination return.

(iii) That the Inspector General of Education should likewise forward statements of schools, for which contributions were made from Municipal Funds, so as to reach the Presidents concerned on or before the end of August following.

(iv) From the statements furnished by Vice-Presidents, the Senior Surgeon and the Inspector General of Education, and from the information available in the Local Fund Departments of the District Offices, the Presidents should prepare their annual reports on the working of the several Municipalities in their districts for the previous year without waiting for

Local Boards Branch, Municipal, dated 25th February 1904.

the final figures of the Comptroller who will continue to transmit memo of adjustments made in his office as early as possible at the end of each month as required in Proceedings No. 906-37—Cir. 15, dated 22nd April 1890, and submit the report with appendices, containing complete information so as to reach the Secretariat on or before the 30th September or three months from the expiration of the year to which they refer Vice-Presidents' statements I, II, III, IV and V being sent as accompaniments.

3. The Comptroller should submit his annual accounts in forms II to XI prescribed in para 56 of Government Proceedings No. 906-37—Circular 15, dated 22nd April 1890, as well as statement of loans in appendix Form No. XI so as to reach the Secretariat on or before the 31st of October following.

4. As each report is received in the Secretariat it will be transmitted to the Superintendent, Government Press, who should cause the required number of copies to be printed and advance copies sent to the Secretariat within a fortnight from the date of receipt.

5. Each case of delay will be severely noticed by Government.

L. ANANTASAMI RAO,
Officiating Secretary.

To—The Presidents of Municipalities in the State.
The Chief Engineer in Mysore.
The Examiner, Public Works Accounts.
The Senior Surgeon and Sanitary Commissioner with the Government of Mysore.
The Comptroller in Mysore.
The Inspector General of Education.

Exd.—C. R.

Form of Municipal Report.

1. The Municipality is constituted under

2. The population within Municipal limits according to the Census of 1901 is

3. Members of Municipal Committee:—

(*a*) Ex-Officio No.

(*b*) Nominated No.

(*c*) Elected No.

(*d*) Total

(*e*) Official No.

(*f*) Non-Official No.

(*g*) Europeans No.

(*h*) Natives No.

Meetings held

Ordinary No.

Special No.

Annual Account Form I of the Municipality of.....

Statement showing the actual Receipts and Expenditure in the Municipality during 1903-04, as compared with the sanctioned estimate for the year and actuals of the previous year.

Number.	Items of Receipt.	Sanctioned estimate for the past year 1903-04.	Actual for the		Remarks.	Number.	Items of Expenditure.	Sanctioned estimate for the past year 1903-04.	Actuals for the		Remarks.
			Past year 1903-04.	Previous year 1902-03.					Past year 1903-04.	Previous year 1902-03.	

Enclosure to Statement I (*a*).

Statement showing the number of Meetings held, the attendance of members during 1903-04, as compared with those of the previous year.

Number.	Designation of ex-officio and names of nominated and elected members.	No. of monthly meetings held in.		No. of special meetings held in.		No of meetings attended by each.		Remarks.
		1902-03.	1903-04.	1902-03.	1903-04.	1902-03.	1903-04.	
								Abstract.
								1903-04 1902-03.
								Number of ordinary meetings held
								Do Special
								Total

N. B.—State reasons when ordinary meetings held were less than 12.

(2) Whether any member was absent for 3 consecutive meetings or 6 meetings in a year and, if so, what steps were taken for his removal or for condonation of his absence.

Municipality of.....

Annual Account Form II.

Statement of Expenditure from Municipal Funds on Public Works during the year 1903-04.

Serial No.	Name of Work.	The head or sub-head of actual expenditure in Form I in which it is included.	Amount of estimate.	Amount allotted for the year.	Amount expended during the year.	Remarks.

Municipality of.....

Annual Account Form III.

Statement showing the quantity or value of the dutiable articles imported into and taxed by the Municipality during 1903-04, the consumption or expenditure per head and the incidence of taxation per head of population.

Classes of Octroi articles.	Name of Article.	Import.		Amount of tax collected.	Consumption or expenditure per head (quantity or value)	Incidence of taxation per head of population viz. under (a) Class I and (b) Total Octroi.	Remarks.
		Quantity or value.	Rate.				
1	2	3		4	5	6	

N. B.—In columns 3 and 5, value should be entered in *rupees only when it is not possible* to give quantity, *i. e.*, under Class VII Cloth and Class VIII Metals.

Municipality of.....

Annual Account Form IV.

Statement showing details of Establishment Charges in the Municipality during year 1903-04.

Head or Sub-head of Annual Account Form I	Details of establishment.	Sanctioned estimate for the past year 1903-04.			Actuals for the past year 1903-04.			Actuals for the [previous year] 1902-03.			Remarks.
		No	Rate	Amount	No	Rate	Amount	No	Rate	Amount	
1	2	3	4	5	6	7	8	9	10	11	12

MUNICPAL ADMINISTRATION REPORT OF THE DISTRICT FOR THE YEAR

The number of Municipalities during the year under report was the same as in or more or less than that of the previous year by
(Here quote orders sanctioning new Municipalities or abolishing existing ones).

2. The limits of the several municipalities remained unaltered (or extended), the aggregate area covered by all of them being square miles containing houses as against of the previous year with a population of as shown in Appendix I.

3. The affairs of the Municipalities were managed by Boards consisting of the Deputy Commissioner of the District as the President of all the Municipalities in the District, of Amildars or Deputy Amildars, as Vice-Presidents, except in the case of where is the Vice-President, and of members, *ex-officio* and non-official appointed by Government by official designation and by name respectively.

4. Monthly meetings were regularly held in all the Municipalities (or if there was a deficiency in any, explain briefly the reason for the same) Special meetings were also held in for the purpose of

5. The Appendix No. II exhibits the number of meetings held in each Municipality, the number of members on the roll and the average attendance of members as compared with those of the previous year.

(State here (a) the cases of absence of members from 3 consecutive meetings or 6 meetings in a year and steps taken to replace them or condone their absence;

(*b*) whether the attendance of members was on the whole better or worse than that in the previous year;

(*c*) whether the non-official members evinced interest in the management of affairs entrusted to their charge and in the supervision of works undertaken from municipal funds.)

6. The year opened with a balance of Rs. and closed with a balance of Rs. as per details given in Appendix No. III.

(State briefly the reasons for chief variations between the sanctioned estimates and actuals both under receipts and expenditure as well as under balances.)

7. *Income.* Appendix No. IV exhibits details of income of each Municipality under each head for 1903-01 as compared with that of the previous year. (For appreciable increases and decreases, if any, give reasons briefly).

8. The income under all heads amounted to Rs. against Rs. of previous year. The difference was chiefly due to

9. *Octroi.* No octroi was levied in the Municipalities of But in rest, the duty was collected on the following articles at rates specified against as shown in Appendix No. V.

1
2
3

(Briefly account for chief increase or decrease in each municipality) The incidence of taxation per head of population was

10. *House-tax.* This tax was as usual levied on all classes of people at prescribed rates on value of the buildings and lands. The tax was revised in Th original demand under this head was Rs. against Rs. of the previous yea A sum of Rs. was remitted by the Board. The net demand as finally settled therefore amounted to Rs. of which Rs. was remitted as irrecoverable and Rs was collected leaving Rs. to be collected, at the end of the year against Rs. of the previous year. The incidence of revenue per head of population was Rs.

11. *Mohatarfa.*—This tax was collected from owners of shops, oil mills and carts and the collections realised amounted to Rs. against Rs of the previous year as shown in Appendix No. VI. The total demand under these heads inclusiv

of the arrears of the previous years aggregated Rs. of which Rs. or per cent remained uncollected at the end of the year.

(Here state briefly the steps taken for collecting the arrears).

12. The incidence of taxation per head of population was Rs.

(A para to be added on each of the items, if any, noted below:—

(*a*) Lighting tax
(*b*) Water tax
(*c*) License receipts.
(*d*) Tolls, Tax on carriages and animals.)

13. *Incidence of taxation*—The total income under all heads of taxation was Rs. The incidence per head of population was Rs. as shown in Appendix VII

(A para should be devoted to.—

(*a*)Rents, if any existing.
(*b*)Fines, (if any.)

14. *Miscellaneous.*—The revenue credited under this head amounted to Rs. against Rs. of the previous year exhibiting a net $\frac{\text{increase}}{\text{decrease}}$ of Rs. as compared with the income of the previous year as shown in Appendix VIII.

(i) Explain briefly any large variations under any of the sub-heads.

a
b
c
&c

(ii) State briefly loans, if any received by any municipality with the object of the loan and conditions for repayment.

(iii) What contributions, if any, were received by the municipalities and the purposes for which they were made].

15. *Total Demand, Collection and Balance.*—The total demand for the year amounted to Rs. of which Rs. was collected leaving a balance of Rs. at the close of the year. A statement showing the Demand, Collection and Balance under each major head is shown in Appendix IX.

EXPENDITURE.

16. Appendix No. X exhibits the expenditure incurred in each municipality under each major head during—as compared with that of the previous year. The total expenditure during the year amounted to Rs. against Rs. of the previous year showing the net $\frac{\text{increase}}{\text{decrease}}$ due to the following causes:—

1
2
3
&c.

17. *Interest on debt and repayment of loans.*—During the year, Rs. were paid on account of interest and Rs. on account of principal towards the repayment of loans advanced to and municipalities. On the last day of the year the balance of loan remaining to be repaid was Rs. *Vide* Appendix No. XI.

18. *Collection.*—In the Municipalities of special establishments were maintained for the collection of octroi, house and mohatarfa taxes while in the rest the work was managed by the village establishments on payment of commission. Appendix No. XII exhibits the percentage of cost of collection charges during the year as contrasted with that of the previous year.

(State briefly why the percentage of charges is in excess of the sanctioned limits in any case or cases)

19. *Conservancy.*—Appendix No. XIII exhibits the number and cost of sweepers, carts &c., employed and the expenditure during the year under report as compared with those of the previous year. The increase of expenditure was due to

1
2
3

The above expenditure does not include the cost of drains, wells and other sanitary works executed in these municipalities amounting to Rs. and shown under "VIII Public Works."

State briefly (1) how the refuse or sweepings were disposed of (2) the number of public latrines in good order and (3) the arrangements existing for conserving them as also private latrines (4) the quality of Water-supply, its sources and character and (5) the drainage.—

(*a*) of streets
(*b*) of houses.

(Give a brief report of (a) the general health of the people and the sanitary condition of the towns (b) any outbreak of epidemic disease, stating particulars, date of commencement and termination and measures adopted to control the epidemic.)

20. Appendix No. XIV shows the total number of births and deaths in the several municipalities in the District during 1903-04 as compared with that of the previous year. The total number of births and deaths was $\frac{\text{more}}{\text{less}}$ than that of the previous year by and respectively. The ratio of deaths per mille of population was against of the previous year.

(Explanation should be submitted as to the cause of any large increase in the death-rate)

21. The Village Sanitation Rules continued to be in force in all the municipalities during the year. Appendix No.XV exhibits that cases were filed before Magistrates for breach of these rules against individuals resulting in the conviction of persons as against —, —, — respectively of the previous year. The fines collected and credited to municipal funds aggregated Rs. against Rs. of the previous year (here briefly note what effect these rules had on the improvement of sanitation)

22. *Lighting.*—During the year lamps were lighted in all the municipalities at an aggregate cost of Rs. against and of the previous year. The cost per lamp per month was Rs. against Rs. of the previous year.

23. *Public Works.*—The expenditure incurred on account of the construction and repair of roads, drains, wells etc and on account of supervision establishments amounted to Rs. during the year against Rs. of the previous year as shown in Appendix XVI. The important sanitary works executed and in progress during the year as regards (1) drainage, (2) water-supply and (3) other improvements, are specified below :—

No.	Municipality	Nature or description of work.	Completed or in progress	Expenditure incurred.

(State briefly the agency employed for the supervision of these works and the manner in which they discharged their duties).

24. The number of Local Fund Dispensaries subsidized from municipal funds was—or $\frac{\text{be same as in}}{\text{more than that of}}$ the previous year. The municipalities of etc made no contribution towards the cost of the dispensaries existing in them. From Appendix No. XVII it would appear that in-door, out-door patients were treated in all the dispensaries at a cost of Rs. to the Municipalities during the year against respectively of the previous year. The $\frac{\text{increase}}{\text{decrease}}$ in the number of patients is accounted for by the fact that

1
2

25. *Midwives.*—There were midwives during the year against of the previous year. Appendix No.XVIII exhibits the number of cases attended to by them during the year as compared with that of the previous year.

(Here state briefly fines imposed and rewards awarded to midwives and also whether their services are appreciated and freely availed of by the public).

26. *Vaccination.*—Special vaccinators were not employed in any of the municipalities except in for vaccination work which continued to be performed by Taluk vaccinators and medical subordinates paid from the medical budgets. The number of persons vaccinated rose/decreased from to during the year. The percentage of successful cases to the total number vaccinated was against of the previous year. (*Vide* Appendix No. XIX).

(Here briefly explain large variations, if any).

27. *Education.*—The municipalities made fixed contribution towards the maintenance of primary schools in them. The number of schools maintained was and the total number of pupils was of whom were boys and girls. The details showing the several descriptions of schools, the cost incurred from municipal as well as other funds, fees realised and the results achieved are exhibited in Appendix No. XX.

28. *XI. Miscellaneous.*—The details of the charges incurred under this head in each municipality are given in Appendix No. XXI of which the aggregate results of the year are given below as compared with those of the previous year :—

1. Repayment of loans.	1903-04	1902-3
2. Pounds		
3. Rewards		
4. Gardens		
5. Other items		

(Explain briefly variations under each of the sub-heads).—

29. The number of dogs and snakes killed during the year was and against and of the previous year. The cost incurred was more/less than that of the previous year by Rs. due to

30. General remarks.

APPENDIX I.

Statement showing the number and description of houses in each of the Municipalities of the.....District during the year 1903-04, compared with those of the preceding year.

No.	Names of Municipalities	Area	Population	Terraced houses		Tiled houses		Mud roofed houses		Thatched houses		Total		Remarks
				1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	

APPENDIX II.

Statement showing the number of Meetings held and the average attendance of members in each of the several Municipalities of the.....District during

Names of Municipalities	No. of meetings held in each Municipality		Number of members		Average attendance of members				Remarks
					1903-04		1902-03		
			Ex-officio	Nominated	Ex-officio	Nominated	Ex-officio	Nominated	
	1903-04	1902-03							

APPENDIX III.

Statement showing the opening balance, receipts, expenditure and closing balance of the several Municipalities in the District during 1903-04, as compared with the sanctioned estimates for the year.

No.	Names of Municipalities	Opening balance		Receipts		Total		Expenditure		Closing balance	
		Estimate	Actuals	Estimate	[illegible]	Estimate	Actuals	Estimate	Actuals	Estimate	Actuals
1											
2											
3											
4											
5											
6											
7											
8											
9											

APPENDIX IV.

Detailed statement of receipts of the several Municipalities in the District for 1903-04, as compared with those of the previous year.

Names of Municipalities	Years	Octroi	House-tax	Mohatarfa	Tolls	Rents	Fines	Miscellaneous	Grants-in-aid	Other items, if any	Total
1	1902-03										
	1903-04										
2	1902-03										
	1903-04										
3											
4											
5											
6											
7											
8											
9											
10											
11											
	Total...										

APPENDIX V.

Statement showing details of revenue from each article subjected to Octroi in the Municipalities in the District during the year 1903-04, as compared with those of the previous year.

No.	Names of the Municipalities	Cocoanuts at 8 annas and 4 pies per 100		Cocoanuts dry at 8 annas per maund		Betel leaves at		Tobacco at		Cloth at		Sheep and goats at	
		1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04

APPENDIX VI.

Statemeont showing the Demand, Collection and Balance under each of the heads, House, Shp, Oil-mill and Cart taxes in the several Municipalities in the..... District during 1903-04.

Municipalities	House tax			Shop-tax			Oil-mill tax			Cart-tax			Total		
	Demand including arrears	Collection	Balance	Demand including arrears	Collection	Balance	Demand including arrears	Collection	Balance	Demand including arrears	Collection	Balance	Demand including arrears	Collection	Balance

APPENDIX VII.

Statment showing the population and revenue from taxation as well as incidence of taxation per head of population in the several Municipalities in the during 1903-04.

No.	Names of Taluks	Names of the Municipalities	Population according to the Census of 1901	Income from taxation including tolls	Incidence of taxation per head o. population	Remarks

APPENDIX VIII.

nt showing details of income credited under "X. Miscellaneous" in each of the Municipalities in the District during 1903-04, as compared with those of previous year.

of the ties	Sale of sites		Loans		Pounds		Sale of manure		Sale of grass		Notice and warrant fees		Contributions		School fees etc.		Other items		Total
	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	

APPENDIX IX.

Statement showing Demand, Collection and Balance under Octroi, House and Mohatarfa taxes for 1903-04.

No	Names of Municipalities	Octroi				House Mohatarfa taxes shown in Appendix VI.				Tolls or other taxes				Rents and fines				Miscellaneous				Total			
			Deduct				Deduct				Deduct				Deduct				Deduct				Deduct		
		Demand	Remission	Collection	Balance	Demand	Remission	Collection	Balance	Demand	Remission	Collection	Balance	Demand	Remission	Collection	Balance	Demand	Remission	Collection	Balance	Demand	Remission	Collection	Balance

collection and balance under each major head of receipt except House and Mohatarfa

APPENDIX X.

Statement of Expenditure of the several Municipalities in the for 1903-04 as compared with that of the previous year.

ipalities	Years	Interest on debt and repayment of loan	Head Office	Collection	Conservancy	Registration of Births an deaths	Lighting	Public works	Charitable grants	Education	Miscellaneous	Total
	1902-03											
	1903-04											

Appendix XI.

Statement of Loans advanced to Municipalities and payments made towards repayment thereof and the balance remaining at the end of the year.

No	Name of Municipality	For what purpose and on what terms each loan was obtained and the year in which taken	Total cost of the work for which loan was granted	Portion of cost treated as grant-in-aid if any	The whole loan and rate of interest		Government order sanctioning each loan		Amount paid								Remarks
									During 1905-06 ...		Up to end of 1905-06.		Total paid towards interest and principal up to end of June 1906		Balance of interest if any and principal to be paid		
									Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	
					Amount	Rate of Interest	No.	Date									

APPENDIX XII.

Statement shewing the revenue from Octroi as well as House and Mohatarfa taxes and the collection charges incurred therefor in the several Municipalities in the during 1903-04 as compared with those of the previous year.

No.	Names of Municipalities	Octroi				House and Mohatarfa taxes			
		1903-04			1902-03	1903-04			1902-03
		Income	Collection charges	Percentage of charges to receipts.	Percentage of charges to receipts.	Income	Collection charges	Percentage of charges to receipts.	Percentage of charges to receipts.

APPENDIX XIII.

Statement showing details of expenditure incurred under conservancy establishments in 1903-04, as compared with those of the previous year.

No.	Municipalities	Overseer, daffadar, p'ran or other supervising conservancy establishment				Sweepers				Scavengers				Other charges conservancy duties				Total	
		1903-04		1902-03		1903-04		1902-03		1903-04		1902-03		1903-04		1902-03		1903-04	1902-03
		Number	Amount	Number	Amount	Number	Amount	Number	Amount	Number	Amount	Number	Amount	Number	Amount	Number	Amount		
	Total																		

N. B. Add as many columns as may be necessary, if the No. of columns herein given found insufficient.

APPENDIX XIV.

Statement showing births and deaths with causes in each of the several Municipalities of the District for the year 1903-04, as compared with those of the preceding year.

No.	Names of Municipalities	Population according to the Census of 1901.	Cholera		Small-pox		Fevers		Bowel-complaints		Suicide		Wounding		Snake-bite or killed by wild animals		Other causes		Total deaths		Ratio of deaths per 1,000 of population		Births	
			1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04
	Total																							

N. B. This should be prepared in the President's office (*Vide* Proceedings No. 2207—L. F. 297-92 dated 9th December 1903.)

APPENDIX XV.

Statement showing the number of Cases filed under the Village Sanitation Rules, number of persons involved, number of persons convicted and the amount of fines levied in the several Municipalities in the District during 1903-04. as compared with those of the previous year.

No.	Municipalities	1903-04				1902-03			
		No. of cases	No. of persons involved	No. of convictions.	Fines collected & credited	No. of cases	No. of persons involved	No. of convictions	Fines collected and i

as compared with those of 1902-03.

No.	Municipalities	Supervision establishment		Roads original		Roads repairs		Drains original		Drains repairs		Water-supply original		Water-supply repairs		Buildings original		Buildings repairs		Road watering and planting		Other works original		Other works repairs		Compensation		Tools and plant		Total	
		1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03
	Total																												

APPENDIX XVII

Statement showing the details of cost incurred from Municipal Funds and the number of patients treated in each of the Local Fund Dispensaries in the several Municipalities of the District during the year 1903-04, as compared with those of the preceding year.

No.	Names of Medical Institutions, i. e., Local Fund Dispensaries, Hospitals, Maternity etc.	Cost incurred from Municipal Funds in										Number of patients treated						Cost per head of patients treated		Remarks
		1902-03	1903-04									In-door		Out-door		Total				
			Compounder	Toti	Waterman	Charge allowance to Hospital Asst.	Ward cooly	Sweeper	Rent	Furniture	Feeding In-patients	Total	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	

APPENDIX XVIII.

Form showing the number of cases treated by Midwives in the ———District the cost incurred on account of their pay, &c., from Municipal funds and the Number of cases treated by them during 1903-04, as compared with those of the previous year.

Taluk or dispensary to which Midwife is attached.	Name of Midwife.	No. of cases treated.								Children.						Class of children.						Pay and allowance of Midwives.		Cost per patient treated.		
		During 1902-03	During 1903-04.							Born alive.		Premature.		Still born.												
			Normal.	Tedious.	Labo-rious	Complica-tion.	Abortion	Death.	Total.	Male.	Female.	Male.	Female.	Male.	Female.	European	Eurasian	Mahomedan	Hindu	Other class.	Total.	1902-03.	1903-04.	1902-03.	1903-04.	Remarks.

N. B. This has to be prepared by the Senior Surgeon and forwarded to the President (*vide* Proceedings) No. 2207-17—L. F. 297-92, dated 9th December 1903.

Appendix XIX

Statement showing the particulars of vaccination during 1903-04 in the several Municipalities of the .. ..District compared with those of the previous year.

No	Municipalities	Population according to the Census of 1901.	No. of persons vaccinated in 1902-03	No. of persons vaccinated in 1903-4			Primary vaccination			Revaccination			Remarks
				Males	Females	Total	Total number	Successful	Percentage of successful cases	Total number	Successful	Percentage of successful cases	
	Total												

N. B. This statement has to be prepared by the Senior Surgeon and forwarded to the President (*vide* Pro. No. 2207-71—L.F. 297-92, dated 9th December 1903).

APPENDIX XX.

Statistical statement of schools whether grants-in-aid or Municipal in the District of showing the number of students on rolls, the fees collected and cost incurred from Municipal Funds together with the results of Examination in 1903-04, as compared with those of the previous year.

Name of School	Number of Schools		Number of pupils				School fee realised and credited to Municipal Funds		Expenditure incurred from Municipal Funds		Number of Candidates, who passed Examinations in								Remarks
			On the rolls in		Average attendance						1903-04				1902-03				
	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	Mysore Lower Secondary	Matriculation	Other Examinations if any	Total	Mysore Lower Secondary	Matriculation	Other Examinations if any	Total	
Total																			

N. B. This has to be prepared by the Inspector General of Education and forwarded to the President.

APPENDIX XXI.

Statement showing details of expenditure under XI Miscellaneous in the Municipalities of the District for 1903-04, as compared with those of the previous year.

No.	Municipalities	Repayment of loans		Refunds		Pounds		Rewards		Garland		Other items		Total	
		1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	1902-03	1903-04	[illegible]
	Total														

1903-04

GOVERNMENT OF HIS HIGHNES
THE MAHARAJA OF MYSORE.

LOCAL BOARDS, BRANCH MUNICIPA

PROCEEDINGS

Dated 25th February 1904

No. 3202-1
L. F. 102-

Directing that the Municipal Ann Reports commencing form 1903-04, prepared in a concise form following far as possible the specimen hereto anne ed and issuing certain instructions their preparation and punctual submissi on due dates.